

STATE OF NEVADA



ALCOHOL AND DRUG TESTING PROGRAM

Prepared by the
Department of Personnel
Revised January 2002

ALCOHOL AND DRUG TESTING PROGRAM

TABLE OF CONTENTS

I. OVERVIEW OF ALCOHOL AND DRUG TESTING PROGRAM	1
Policy Statement Alcohol/Drug-Free Workplace	3
Acknowledgment (Form TS-58)	5
II. RECOGNIZING EMPLOYEE ALCOHOL/DRUG USE	
Physical Symptoms of Alcohol/Drug Use	6
III. ALCOHOL/DRUG TESTING PROCEDURES FOR EMPLOYEES	
Flowchart for Alcohol/Drug Testing of Employees	8
Alcohol and Drug Testing Procedures for Employees	9
Report Form for Suspected Alcohol/Drug Impairment (TS-77)	13
Alcohol/Drug Test Consent Form (TS-76)	15
Confirmatory Test Sites for Alcohol Testing	16
Employee Breath Test for Alcohol (TS-69)	17
Collection Sites for Controlled Substances Testing	18
Toxicology Request Form	21
Toxicology Report Form	22
IV. DRUG TESTING OF APPLICANTS	
Flowchart for Drug Testing of Applicants	23
Drug Testing Procedures for Applicants	24
Classes Approved for Applicant Drug Testing	26
V. LAWS GOVERNING THE USE OF ALCOHOL AND DRUGS BY STATE EMPLOYEES	
Nevada Revised Statutes (NRS 284.406 through 284.407)	33
Nevada Administrative Code (NAC 284.880 through 284.894)	38
VI. EMPLOYEE ASSISTANCE PROGRAM	
General Information	41
Problem Identification	41
Types of Voluntary Referrals	42
Making an Official Referral to the EAP	42
Required Appointments	43

OVERVIEW OF ALCOHOL AND DRUG TESTING PROGRAM

The Nevada Revised Statutes, NRS 284.406 through NRS 284.407, provide for the testing of employees and applicants for alcohol and drugs. Regulations have been approved by the Personnel Commission to carry out the provisions of these statutes. The Alcohol/Drug-Free Workplace Policy, page 3, defines the State policy.

In accordance with State policy, an employee who consumes or is under the influence of alcohol or who possesses, consumes or is under the influence of a controlled substance is subject to disciplinary action. An appointing authority may request that an employee submit to a screening test when the appointing authority has a reasonable belief, based on objective facts, that the employee is under the influence of alcohol and/or a controlled substance. State statutes also provide for a screening test when a law enforcement officer discharges a firearm, other than by accident, or when an employee drives a motor vehicle in such a manner as to cause bodily harm or substantial damage to property. An employee who refuses such a test is subject to dismissal or other disciplinary action.

The statutes require the testing of applicants in positions designated by the Personnel Commission as affecting public safety and expressly prohibit the hiring of an applicant in such a position unless he submits to a screening test. By regulation, we have exempted employees currently employed in positions affecting public safety.

American Medical Laboratories in Las Vegas handles the testing for controlled substances. Applicants and employees may be referred to any of the collection sites noted on pages 18 and 19. American Medical Laboratories is certified by the Department of Health and Human Services, to conduct tests for controlled substances. They will, as a minimum, conduct tests for the following controlled substances:

- Amphetamine
- Methamphetamine
- Cocaine Metabolite
- Morphine
- Codeine
- Phencyclidine (PCP)
- Delta -9- THC Cooh (Marijuana)

They may also test for other controlled substances listed on Schedule I or II of the Controlled Substance Act. Specific requests for the testing of other controlled substances may be submitted after discussion with a Toxicologist at American Medical Laboratories. Requests should be submitted promptly since a specimen is disposed of within two weeks following a negative test. The cost of the initial screening test is \$28.75. The cost of any additional single substance analysis requested is \$16.50 per test. This includes confirmatory tests for all positive screening tests.

We have provided American Medical Laboratories with a list of departments and the name of the person or persons designated to receive test results and billings for each department. This is the Department Head unless we have been otherwise notified. Any changes in designation may be made by writing directly to the Department of Personnel. Toxicology Request Forms for requesting tests with pre-printed account numbers for departments are provided by American Medical Laboratories. A Toxicology Request form must be delivered to the collection site at the time of the screening as specified in the Procedures for Applicant and Employee Testing.

American Medical Laboratories will not conduct a test for alcohol since the test is not authorized by the Department of Health and Human Services. The test for alcohol will be by a breath test administered by the Nevada Highway Patrol and may include a preliminary breath test conducted on the employer's premises. The final or confirming breath test will be conducted at one of the test site locations in the enclosed listing, see page 16. For assistance with testing, contact the designated Area Commander for the Nevada Highway Patrol. A Nevada Highway Patrol Officer will, at the request of the appointing authority, transport the employee to the test site for the test. In the event that an employee is transported for testing, a supervisor must accompany the employee. The Highway Patrol Officer may also provide transportation to the test site for the screening test for controlled substances. The appointing authority is by regulation responsible for transporting the employee (NAC 284.890).

An employee who tests positive the first time in a screening test for alcohol or drugs who has committed no other acts for which he is subject to termination must be referred to an employee assistance program for evaluation. (See NRS 284.4062 and NAC 284.892)

Appropriate disciplinary action may be taken pursuant to NRS 284.4062 and NAC 284.884.

POLICY STATEMENT

ALCOHOL/DRUG-FREE WORKPLACE

Alcohol and drug abuse and the use of alcohol and drugs in the workplace are issues of concern to the State of Nevada. It is the policy of this State to ensure that its employees do not: report for work in an impaired condition resulting from the use of alcohol or drugs; consume alcohol while on duty; or unlawfully possess or consume any drugs while on duty, at a work site or on State property. Any employee who violates this policy is subject to disciplinary action. The specifics of the policy follow:

1. As provided by statute, any State employee who is under the influence of alcohol or drugs while on duty or who applies for a position approved by the Personnel Commission as affecting public safety is subject to a screening test for alcohol, drugs, or both.
2. Emphasis will be on rehabilitation and referral to an employee assistance program when an employee is under the influence of alcohol or drugs while on duty. The appointing authority shall, however, take into consideration the circumstances and actions of the employee in determining appropriate disciplinary action.
3. Any State employee who is convicted of violating a federal or state law prohibiting the sale of a controlled substance must be terminated as required by NRS 193.105, regardless of where the incident occurred.
4. Any State employee who is convicted of driving under the influence in violation of NRS 484.379 or of any other offense for which driving under the influence is an element of the offense is subject to discipline up to and including termination if the offense occurred while he was driving a State vehicle or a privately owned vehicle on State business.
5. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance in the workplace is prohibited. Any State employee who is convicted of unlawfully giving or transferring a controlled substance to another person or who is convicted of unlawfully manufacturing or using a controlled substance while on duty or on the premises of a State agency will be subject to discipline up to and including termination.
6. The term, "controlled substance" means any drug defined as such under the regulations adopted pursuant to NRS 453.146. Many of these drugs have a high potential for abuse.

Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack". They also include "legal drugs" which are not prescribed by a licensed physician.

7. Each State employee is required to inform his or her employer in writing within five days after he or she is convicted for violation of any federal or state criminal drug statute when such violation occurred while on duty or on the employer's premises.
8. Any agency receiving a federal contract or grant must notify the federal agency which authorized the contract or grant within ten days after receiving notice that an employee of the agency was convicted within the meaning used in paragraph 7, above.

This policy is applicable to all classified and unclassified employees of agencies in State government. Specific federal guidelines, statutory provisions and regulations applicable to this policy are set down in the Drug-Free Workplace Act and Chapter 284 of the Nevada Revised Statutes and Nevada Administrative Code.

The policy does not restrict agencies from augmenting the provisions of this policy with additional policies and procedures which are necessary to carry out the regulatory requirements of the Drug-Free Workplace Act.

In accordance with the *Governor's Alcohol and Drug-Free Workplace Policy*, all new employees must receive a copy of this policy. They are required to sign a form acknowledging receipt of the policy for inclusion in their personnel file. A copy of the Governor's Alcohol and Drug-Free Workplace Policy should be posted at the employee's worksite.

ACKNOWLEDGMENT

I, _____ hereby certify that I have received a copy of the State's policy regarding the maintenance of an alcohol/drug free workplace and I acknowledge this policy as a condition of employment with the State of Nevada.

Department

Division

Name *(Print)*

Date

Signature

Witness' Signature *(Required if employee refuses to sign)*
Acknowledging the employee received the alcohol/drug free workplace policy and employee refuses to sign.

Title of Witness

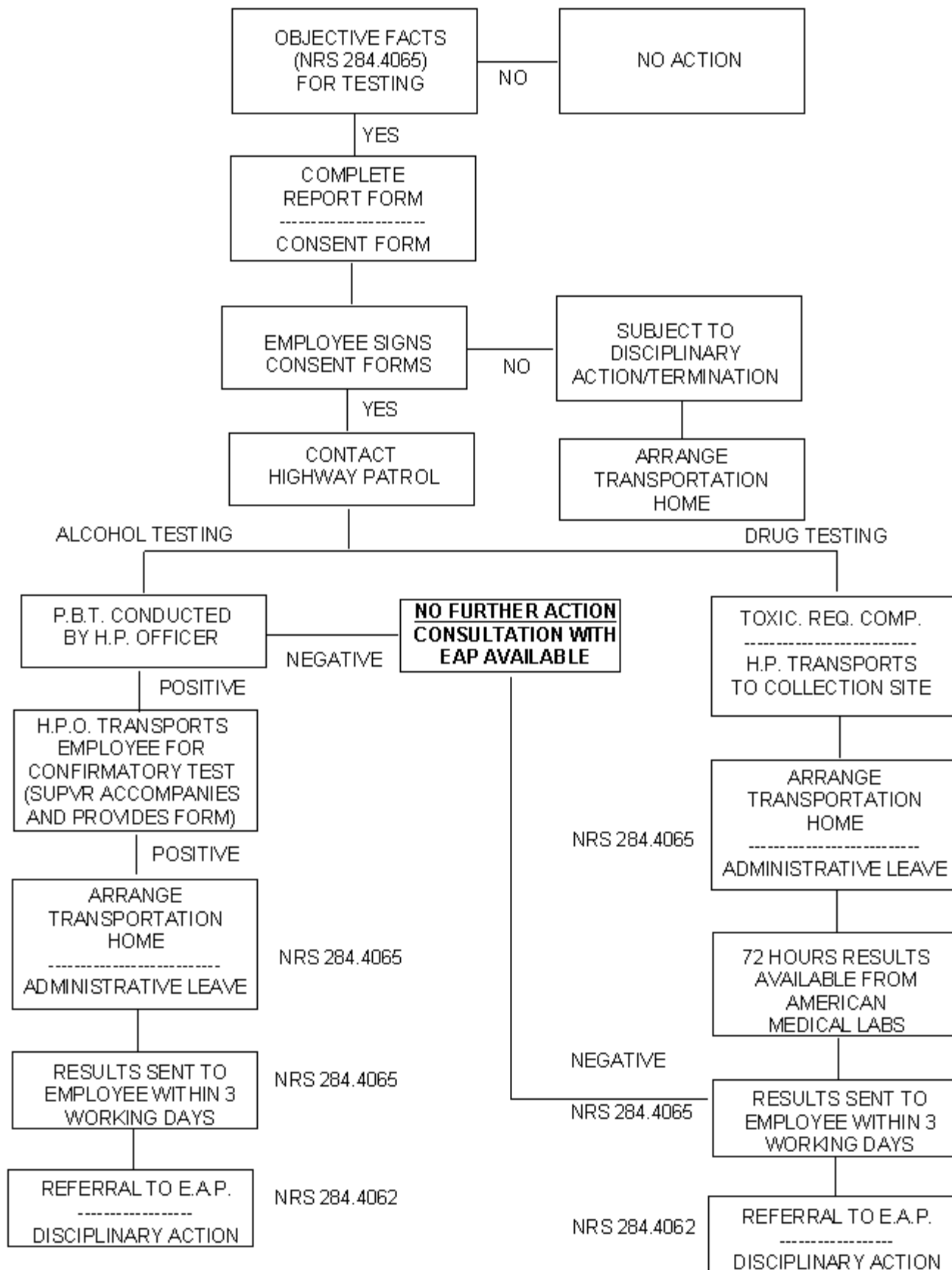
PHYSICAL SYMPTOMS OF ALCOHOL/DRUG USE

The following guidelines have been provided by American Medical Laboratories as an aid in recognizing employees who are under the influence of alcohol or drugs:

DRUG	PHYSICAL SYMPTOMS	LOOK FOR	DANGERS
ALCOHOL (beer, wine, liquor)	Intoxication, slurred speech, unsteady walk, relaxation, relaxed inhibitions, impaired coordination, slowed reflexes.	Smell of alcohol on clothing or breath, intoxicated behavior, hangovers, glazed eyes.	Addiction, accidents as result of impaired ability and judgment, overdose when mixed with other depressants, heart and liver damage.
COCAINE (coke, rock crack, base)	Brief intense euphoria, elevated blood pressure and heart rate, restlessness, excitement, feeling of well-being followed by depression.	Glass vials, glass pipe, white crystalline powder, razor blades, syringes, needle marks.	Addiction, heart attack, seizures, lung damage, severe depression, paranoia. (see Stimulants)
MARIJUANA (pot, dope, grass, weed, herb, hash, joint)	Altered perceptions, red eyes, dry mouth, reduced concentration and coordination, euphoria, laughing, hunger.	Rolling papers, pipes, dried plant material, odor of burnt hemp rope, roach clips.	Panic reaction, impaired short term memory, addiction.
HALLUCINOGENS (acid, LSD, PCP, MDMA, Ecstasy, psilocybin, mushrooms, peyote)	Altered mood and perceptions, focus on detail, anxiety, panic, nausea, synaesthesia (ex: smell, colors, see sounds).	Capsules, tablets, "micro-dots", blotter squares.	Unpredictable behavior, emotional instability, violent behavior (with PCP).
INHALANTS (gas, aerosols, glue, nitrites, Rush, White out)	Nausea, dizziness, headaches, lack of coordination and control.	Odor of substance on clothing and breath, intoxication, drowsiness, poor muscular control.	Unconsciousness, suffocation, nausea and vomiting, damage to brain and central nervous system, sudden death.
NARCOTICS Heroin (junk dope, Black tar, China white) Demerol, Dilaudid (D's), Morphine, Codeine	Euphoria, drowsiness, insensitivity to pain, nausea, vomiting, watery eyes, runny nose. (see Depressants)	Needle marks on arms, needles, syringes, spoons, pinpoint pupils, cold, moist skin.	Addiction, lethargy, weight loss, contamination from unsterile needles (hepatitis, AIDS), accidental overdose.
STIMULANTS (speed, uppers, crank, Bam, black beauties, crystal, dexies)	Alertness, talkativeness, wakefulness, increased blood pressure, loss of appetite, mood elevation.	Pills and capsules, loss of sleep and appetite, irritability or anxiety, weight loss, hyperactivity.	Fatigue leading to exhaustion, addiction, paranoia, depression, confusion, possibly hallucinations.

DRUG	PHYSICAL SYMPTOMS	LOOK FOR	DANGERS
DEPRESSANTS Barbiturates, Sedatives, Tranquilizers (downers, ludes, reds, Valium, yellow jackets, alcohol)	Depressed breathing and heartbeat, intoxication, drowsiness, uncoordinated movements.	Capsules and pills, confused behavior, longer periods of sleep, slurred speech.	Possible overdose, especially with alcohol; muscle rigidity; withdrawal and overdose require treatment.
SEVEN POSSIBLE SYMPTOMS OF DRUG INVOLVEMENT: 1. Change in school or work attendance or performance. 2. Alteration of personal appearance. 3. Mood swings or attitude changes. 4. Withdrawal from responsibility/family contacts.		5. Association with drug-using persons. 6. Unusual patterns of behavior. 7. Defensive attitude concerning drugs.	

FLOWCHART FOR ALCOHOL/DRUG TESTING OF EMPLOYEES



ALCOHOL AND DRUG TESTING PROCEDURES FOR EMPLOYEES

1. The appointing authority may determine the need for alcohol and drug testing of employees based on:
 - a. Objective facts, including, but not limited to:
 - 1) The operation of a motor vehicle by an employee in any manner that causes bodily harm;
 - 2) Abnormal conduct or erratic behavior by the employee that is not otherwise normally explainable;
 - 3) The odor of the breath of the employee and a decline in job performance that is not otherwise normally explainable;
 - 4) Observation of the employee consuming alcohol and resulting decline in job performance that is not otherwise normally explainable; or
 - 5) Observation of the employee possessing a controlled substance or using a controlled substance that is reported by a credible source.
 - b. The operation of a motor vehicle in such a manner as to cause:
 - 1) More than \$2,500 worth of property damage; or
 - 2) Two property accidents within a 1-year period.
 - c. The discharge of a firearm by a law enforcement officer, other than by accident, during the performance of his duties.
2. The supervisor should complete a Report Form for Suspected Alcohol/Drug Impairment, see page 13 and 14. (NRS 284.4065 requires a written record of objective facts). The guidelines on pages 6 and 7, identify physical symptoms of drug use and what to look for when making an assessment of whether an employee is under the influence of alcohol or drugs.

NOTE: The supervisor may contact an Employee Assistance Program (EAP) coordinator for assistance with the evaluation of the facts supporting the decision to refer an employee for a screening test. The EAP Services for the State and University and Community College System are listed as follows:

NORTHERN NEVADA

University & Community College System of Nevada: Family Counseling Services of Northern Nevada, Inc.
(FCS)
575 E. Plumb Lane
Reno, Nevada 89502
(775) 329-0623

North Star Treatment & Recovery Center
480 Galletti Way
Sparks, Nevada 89431
(775) 786-6563

Other State Employees: State of Nevada Employee Assistance Program
675 Fairview Drive, Suite 221
Carson City, Nevada 89701
(775) 687-3869 - Carson City
(775) 688-1707- Reno
(800) 398-3271 - Rural Areas/Northern Nevada

SOUTHERN NEVADA

State Employees (except unclassified employees at UCCSN): State of Nevada Employee Assistance Program
555 East Washington Avenue, Suite 1700
Las Vegas, Nevada 89101
(702) 486-2929 - Las Vegas
(800) 278-1889 - Rural Areas/Southern Nevada

3. The supervisor should complete an Alcohol and Drug Testing Consent form indicating whether the employee will be tested for alcohol, drugs or both and have the employee sign the form, see page 1. The original of the report form is retained by the agency, a copy is given to the employee, and one copy is delivered to the collection site handling controlled substance testing for inclusion with the test sample when it is referred for analyses. Pertinent information relevant to medication taken by the employee will be considered by the Medical Review Officer when assessing a positive test result. If the employee refuses to sign the form or take the test, the employee should be advised his refusal may result in his dismissal or in other disciplinary action. If he still refuses to sign the form, a note to this effect should be placed on the consent form. The supervisor and a witness should attest to the employee's refusal to sign the form. Arrangements should then be made for

the safe transportation of the employee to his home. The employee may elect to call a taxi, his spouse or a friend to transport him home. If he insists on driving home, the supervisor should advise the employee of his intent to notify the Nevada Highway Patrol or other local law enforcement personnel of the potential for a DUI violation.

4. If the employee signs the form consenting to the test, it is the appointing authority's responsibility to transport the employee to the collection site (NAC 284.890) for testing and to his home following the test. The Highway Patrol will assist with transportation at the request of the appointing authority. You can contact the Highway Patrol by calling the Region Commander at the telephone number listed on page 16. If the Highway Patrol is called to assist with the transportation, every attempt should be made to keep the matter confidential between the employee and the employer. To avoid the disruption and preserve the confidentiality of the employee in the workplace, you may choose to meet the Highway Patrol Trooper at an offsite location.

In addition to providing assistance with transportation as noted above, the Highway Patrol will conduct a breath test for alcohol at one of the sites listed on page 16. This should be discussed with the Highway Patrol at the time they are notified.

The supervisor of the employee must accompany the employee when the employee is tested for alcohol and/or a controlled substance. The supervisor is responsible for taking a copy of the report from the Highway Patrol Officer to record the results of the breath test for alcohol and a copy of the Toxicology Request Form when a screening test for a controlled substance is requested (see pages 17 and 21).

5. Screening tests for controlled substances will be conducted by American Medical Laboratories in accordance with standards and procedures established by the Department of Health and Human Services. Tests will be conducted for:

- Amphetamine
- Methamphetamine
- Cocaine Metabolite
- Morphine
- Codeine
- Phencyclidine (PCP)
- Delta -9- THC Cooh (Marijuana)

In addition, tests will be conducted for nitrate and chromium adulteration. Chromium and nitrates may be used by users to contaminate urine samples to produce a negative result.

Additional tests for controlled substances listed on Schedule I or II of the Controlled Substance Act may be requested. This would typically occur after receipt of the initial test results and following a discussion with a Toxicologist at American Medical Laboratories. It should be noted that the urine sample for a positive result is retained by American Medical Laboratories for 6 months. Negative test results are disposed of after 2 weeks.

Tests may be scheduled at the laboratory locations noted on pages 18 through 20 and by completing a Toxicology Request Form, see page 21. Check Profile 875 to request a test for the controlled substances noted above. To request additional test check the other block and specify the drug. The supervisor accompanying the employee is responsible for delivering the Toxicology Request Form to the laboratory.

Test results will be mailed to the Department head or person designated for receipt of results. (A copy of the report form is included, see page 22.) If the test results are not received within 72 hours, the Department head or the designee authorized for receipt of test results may contact the representative of American Medical Laboratories listed below for assistance:

Dolly Kellough, Field Services Representative
Telephone: Las Vegas (702) 733-3748

6. The appointing authority may place an employee on administrative leave with pay pending receipt of the results of a screening test (NRS 284.4065).
7. If an employee tests positive for a controlled substance, the appointing authority shall request proof from the employee that he is taking the controlled substance pursuant to a current and lawful prescription issued in his name. An employee who fails to provide proof within 72 hours of the request by the appointing authority is subject to disciplinary action (NRS 284.4063).
8. An employee who tests positive for alcohol and/or drugs is subject to disciplinary action and referral to an employee assistance program as provided in NRS 284.4062 and NAC 284.650.
9. The appointing authority shall provide the written results of the screening test to the employee within 3 working days after receipt of the results (NRS 284.4065).

REPORT FORM FOR SUSPECTED ALCOHOL/DRUG IMPAIRMENT

REQUIRED ACTION

It is the responsibility of each supervisor to take immediate action and to complete this form whenever the supervisor observes or is made aware of a situation where an employee is suspected of being under the influence of alcohol or a controlled substance and objective facts support a drug screening test.

REASONABLE BELIEF

For the purposes of requiring an employee to submit to a drug screening test, a reasonable belief must exist that an employee is under the influence of alcohol or a controlled substance. Objective facts upon which a belief may be based include but are not limited to the following:

1. The operation of a motor vehicle in such a manner as to cause bodily harm;
2. The operation of a motor vehicle in such a manner as to cause more than \$2,500 worth of property damage;
3. The operation of a motor vehicle in such a manner as to cause two property accidents within a one year period of time;
4. Abnormal conduct or erratic behavior not otherwise normally explained;
5. The odor of breath and a decline in job performance that is not otherwise normally explainable.
6. Observation of alcohol use and a resulting decline in job performance that is not otherwise normally explainable.
7. Observation of the possession or use of a controlled substance that is reported by a credible source.

REQUIRED PROCEDURE

1. Have another supervisor or employee confirm your observations. Complete sections (2) through (9) on this form.
2. Name of Employee: _____
3. Position of Employee: _____
4. Date of Incident: _____ 5. Time of Incident: _____
6. State the objective evidence giving reasonable belief that the employee was under the influence of alcohol or a controlled substance at the time of the incident or observation. Physical evidence, witness statements, and other pertinent information should be retained and filed for future reference. (Use additional sheets, if necessary.)

REPORT FORM - SUSPECTED ALCOHOL/DRUG IMPAIRMENT (cont'd)

7. The supervisor should request the employee's presence. The employee should be reminded of the State policy on the use of alcohol and controlled substances and be presented with the specific charge(s) and supporting evidence.

Be sure the employee receives a copy of the consent form which advises the employee that:

- a. He will be tested for alcohol, drugs, or both;
- b. The results of the test are not admissible in a criminal proceeding against him; and
- c. He may refuse the test, but his refusal may result in his dismissal or other disciplinary action.

NOTE: NRS 284.4065 requires that an employee receive this information in writing. The consent form meets this requirement.

8. If the employee has a response to the charge(s), it should be recorded and a proper investigation completed where warranted.

9. Request the employee to submit to a screening test for alcohol and/or controlled substance. (Circle one or both.)

- a. If the employee agrees, have the employee sign the "Alcohol/Drug Test Consent Form" and proceed to have the employee tested. Pursuant to agency policy, place the employee on administrative leave if applicable, pending the results of the screening test and appropriate disposition by the appointing authority.
- b. If the employee refuses to be tested or sign the consent form, the employee should be informed that his refusal may result in disciplinary action up to and including termination.

10. In cases where the employee is suspected of being under the influence of alcohol or a controlled substance, contact the Nevada Highway Patrol for assistance in conducting and transporting the employee for tests and to his home.

Signature of Supervisor

Date

Signature of Witness

Date

TS-77
7/10/97

ALCOHOL/DRUG TEST CONSENT FORM

EMPLOYER: *If applicable, state objective facts giving rise to the belief that the employee is under the influence of alcohol or a controlled substance.*

I, _____ pursuant to a request by my appointing authority or as a condition of employment with the State of Nevada, Department of _____

hereby give my consent to and authorize the State and the testing laboratory designated by the State to perform analytical tests deemed necessary to determine the absence or the presence of alcohol and/or drugs (**Employer: circle one or both**) in my urine, blood, or breath as specified by statute and regulation.

I give my consent to release the results of the test(s) and other related medical information from the laboratory to individuals within the State who, pursuant to statute or regulation, have a need to know of the alcohol and drug testing results and to the use of all such reports or other medical information by the State in its assessment of my employment application and/or employment status. I understand the results of the test may not be used in any criminal proceeding.

I understand that:

The appointing authority may request proof that I am taking a controlled substance as directed pursuant to a lawful prescription issued in my name. If requested, I must provide such proof within 72 hours.

I have the right to request a re-test of the initial specimen at a licensed laboratory of my choice when I have a positive test for drugs. All requests for a re-test of the sample must be made within ten (10) working days of the receipt of the original positive test result. The results of the sample must be forwarded to me by the appointing authority of the agency.

A positive test for illegal drugs, or my refusal to authorize the test(s) by signing this form, take the specified test(s) or produce a specimen, may result in the following action:

Applicants - rejection of my employment application for public safety related positions for one year or until I demonstrate I have successfully completed a substance abuse treatment program.

Employees - referral to an Employee Assistance Program and/or disciplinary action up to and including termination in accordance with statute and regulation.

Applicant/Employee Signature

Date

Supervisor's Signature if employee refuses to sign

Date

Witness Signature if employee refuses to sign

Date

cc: Agency
Employee/Applicant

TS-76
Rev. 4/03

CONFIRMATORY TEST SITES FOR ALCOHOL TESTING

The following is a list of breath machine locations within the State of Nevada:

Region I - Las Vegas

Southern Area Commander

Telephone # (702) 486-4100

Alamo -- Lincoln County Sheriff's Office
Amargosa/Lathrop Wells -- Nye County Sheriff's Office
Beatty -- Nye County Sheriff's Office
Boulder City -- Police Department
Goldfield -- Esmeralda County Sheriff's Office
Henderson -- Police Department
Henderson -- Jail
Las Vegas -- Clark County Detention Center
Las Vegas -- Las Vegas City Detention Center
Las Vegas -- Juvenile Court
Las Vegas -- Metropolitan Police Department
Laughlin -- Metro Substation
Mercury -- Test Site Security
Mesquite -- Police Department
Lake Mead -- National Park Service Ranger Station
Nellis Air Force Base (2)
Indian Springs -- Nevada Highway Patrol Office
North Las Vegas -- Police Department
Overton -- Metro Substation
Pahrump -- Nye County Sheriff's Office
Pioche -- Lincoln County Sheriff's Office
Searchlight -- Metro Substation
Tonopah -- Nye County Sheriff's Office
UNLV -- Police Department

Region II - Reno

Region Commander

Telephone # (775) 688-2500

Austin -- Lander County Sheriff's Office
Carson City -- Carson City Sheriff's Office

Fallon -- Churchill County Sheriff's Office
Fallon -- Police Department
Fallon -- Naval Air Station
Fernley -- Lyon County Sheriff's Office
Gabbs -- Nye County Sheriff's Office
Hawthorne -- Mineral County Sheriff's Office
Incline Village -- Washoe County Sheriff's Office
Lovelock -- Pershing County Sheriff's Office
Minden -- Douglas County Sheriff's Office
Reno -- Washoe County Sheriff's Office Jail
Schurz -- Walker River Tribal Police Department
Silver Springs -- Lyon County Sheriff's Office
Stateline -- Douglas County Sheriff's Office
Yerington -- Lyon County Sheriff's Office
Dayton -- Lyon County Sheriff's Office
Gerlach -- Washoe County Sheriff's Office
Lockwood -- Storey County Sheriff's Office
Mina -- Mineral County Sheriff's Office

Region III - Elko

Region Commander

Telephone # (775) 783-8035

Battle Mountain -- Lander County Sheriff's Office
Carlin -- Police Department
Crescent Valley -- Eureka County Sheriff's Office
Elko -- Elko County Sheriff's Office Jail
Ely -- White Pine County Sheriff's Office
Eureka -- Eureka County Sheriff's Office
Jackpot -- Elko County Sheriff's Office
McDermitt -- Humboldt County Sheriff's Office
Wells -- Nevada Highway Patrol Office
Wendover -- Police Department
Winnemucca -- Humboldt County Sheriff's Office

STATE OF NEVADA
EMPLOYEE BREATH TEST FOR ALCOHOL
INTOXILYZER 5000 CHECK LIST
INSTRUMENT SERIAL #: _____

AGENCY:	CASE #:
EMPLOYEE:	DATE:
OPERATOR:	CERTIFICATION #:

- ☐ 1. If subject has removable dental work (dentures, partial), have subject remove dental work, rinse mouth out with water.
- ☐ 2. Check subject's mouth for foreign objects (i.e., chewing tobacco, breath mints, candy, gum, coins). If any are found, have subject remove object, rinse mouth with water.
- ☐ 3. TIME OBSERVATION PERIOD STARTED: _____ HOURS. Observe subject minimum 15 minutes with close visual contact. If the subject eats; drinks; smokes; burps; regurgitates; vomits; or puts any foreign object in his/her mouth, you must wait an additional 15 minutes.
- ☐ 4. OBSERVATION PERIOD WAS COMPLETED SATISFACTORILY:
COMMENTS:
- ☐ 5. Ensure that the simulator solution is 34 ± 0.5 degrees centigrade. TRANSFER INFORMATION FROM LABEL ATTACHED TO SIMULATOR TO THE BLANKS BELOW:

Certified Value of Simulator Solution: _____
Lot Number of Simulator Solution: _____
- ☐ 6. In display window observe READY TO START message scrolling across screen. To start the test, push the GREEN START TEST button at any time.
- ☐ 7. When requested insert an evidence card into the card slot located on front of the instrument. Make sure to insert the card face up with the sealed edge in first.
- ☐ 8. Display will request, "ENTER START OF OBSERVATION TIME - OBSR. START-" Enter the time observation began followed by RETURN/ENTER.
- ☐ 9. The instrument will automatically run an air blank and a simulator test. A test cannot be administered if the simulator solution tests out of range. If this occurs, determine reason why or replace simulator solution.
- ☐ 10. When prompt displays "PLEASE BLOW/R INTO MOUTHPIECE UNTIL TONE STOPS" attach a clean mouthpiece and request subject blow with a long, continuous breath into the breath tube until the tone stops. If subject is not willing to provide a sample, press the "R" key followed by RETURN/ENTER. The instrument will not accept this command until after the beep is heard and "PLEASE BLOW/R" is flashing on the display.
- ☐ 11. When prompt again displays "PLEASE BLOW/R INTO MOUTHPIECE UNTIL TONE STOPS" attach a clean mouthpiece and request subject blow into mouthpiece again until tone stops. If subject is not willing to provide a sample, press the "R" key followed by RETURN/ENTER. The instrument will not accept this command until after the beep is heard and "PLEASE BLOW/R" is flashing on the display.
- ☐ 12. If the two samples do not agree within 0.02, the instrument will automatically request another sample be given. When requested, have subject deliver third sample.
- ☐ 13. Display will request "SUB LAST NAME". Enter the subject's last name followed by RETURN/ENTER. Answer subsequent test data entry questions.
- ☐ 14. Instrument will automatically print out the results. REMOVE TEST PRINTOUT and SIGN. CORRECT THE TIME/DATE ON EVIDENCE CARD IF NECESSARY. INITIAL THE CHANGES. RECORD necessary information below and in the D.U.I. LOGBOOK.

RESULTS: SIMULATOR _____ TEST #1 _____ TEST #2 _____ TEST #3 _____ END OF TEST: _____ HOURS

ATTACH TEST RECORD

I HAVE FOLLOWED THE PROCEDURES OUTLINED ABOVE.

OPERATOR'S SIGNATURE

COLLECTION SITES FOR CONTROLLED SUBSTANCES TESTING

LAS VEGAS (Westside)

1. Delta Point
901 Rancho Lane, Suite 180
(702) 733-7866, ext. 237
M-F 7:30 a.m.-4:30 p.m.
2. Sahara-Rancho Medical Center
2300 South Rancho Drive, Suite 114
(702) 384-5969
M-F 7:00 a.m.-12:00n, 1:00 p.m.-3:30 p.m.
3. Rainbow Plaza
921 South Rainbow Boulevard
(702) 870-7176
M-F 7:00 a.m.-6:00 p.m.
Sat. 6:30 a.m.-5:00 p.m.
4. APL at Fremont Medical Center West
4880 S. Wynn Rd. (at Tropicana)
(702) 221-5495
24 hours/7 days per week
5. Summerlin Medical Center
655 Town Center Drive, Ste 200
(702) 233-7055
M-F 7:00 a.m. - 5:30 p.m.
6. Spring Valley Town Center
4150 S. Rainbow Blvd, Ste 801 (at W. Flamingo)
(702) 364-5188
M-F 7:00 a.m. - 5:00 p.m.

LAS VEGAS (North)

1. Lake Mead Medical Plaza
2031 McDaniel, Suite 110
(702) 657-9546
M-F 7:00 a.m.-4:30 p.m.

LAS VEGAS (Eastside)

1. Burnham Medical Center
4230 Burnham Avenue, Suite 144
(702) 733-7866, ext. 211, 222
M-F 5:30 a.m.-8:00 p.m.
Sat., Sun., Holidays 6:30 a.m.-5:00 p.m.
2. Park Flamingo
2080 E. Flamingo, Suite 116
(702) 369-4500
M-F 8:00 a.m.-5:00 p.m.

3. Maryland Parkway
3025 South Maryland Parkway, Suite 200
(702) 731-9993
M-F 8:00 a.m.-4:30 p.m.
4. APL at Fremont Medical Center
520 E. Fremont Street
(702) 382-2890
M-F 7:00 am-8:00 pm
Sat & Sun 9:00 a.m.-7:00 p.m.

HENDERSON

1. APL at Fremont Medical Center
595 W. Lake Mead Drive, Ste. 200
(702) 558-2147
M-F 7:00 a.m. - 8:00 p.m.
Sat. 8:00 a.m. - 6:00 p.m.
Sun. 9:00 a.m. - 6:00 p.m.
2. Sunset Vista
4 Sunset Way, Suite 3B
(702) 451-3423
M-F 8:00 - 12:00n, 1:00 p.m. - 5:00 p.m.
3. Green Valley
Legacy Business Park
1701 Green Valley Pkwy, Bldg. 7, Ste D
(At Wigwam)
(702) 837-5007
M-F 7:00 a.m. - 5:00 p.m.
4. Summerlin
Lake Mead & Buffalo Center
7450 West Lake Mead, Suite 3
(702) 242-5470
M-F 7:30 a.m. - 5:00 p.m.

RENO

1. Sierra Medical Center
633 N. Arlington, Suite #140
Reno, NV 89503
(775) 788-5777
M-F 7:00 a.m.-6:00 p.m.
Sat. 8:00 a.m. - 12:00 p.m.
2. Digestive Health Clinic
5250 Kietzke Lane
Reno, NV 89509
(775) 827-8542
M-F 8:00 a.m.-12:00n, 1:00 p.m.-5:00 p.m.
3. Washoe Campus Outpatient Center
890 Mill Street
Reno, NV 89502
(775) 785-9129
After hours collection (702) 861-8839
M-F 8:00 a.m.-12:00n, 1:00 pm-5:00 p.m.

4. Plumb OPC
499 West Plumb Lane
(775) 322-2035
M-F 6:30 a.m. - 12:00n, 1:00 p.m. - 3:30 p.m.
5. Quail Corner
6502 S. McCarran Blvd., Suite A
(775) 828-2839
M-F 9:00 a.m. - 5:00 p.m.

GARDNERVILLE

1. Carson Valley Health Center
1538 Highway 395
Gardnerville, NV 89410
(775) 782-8181
M-F 7:00 a.m.-7:00 p.m.
Sat. 8:00 a.m.- 12:00n

SPARKS

1. Northern Nevada Medical Center
Hospital Laboratory
2375 E. Prater Way
Sparks, NV 89434
(775) 356-4033
Sat., Sun. 7:30 a.m.-3:00 p.m.
After hours for cause and post accident
2. Medical Office Building
(Next to No. Nevada Medical Cntr)
2385 E. Prater Way, Suite 201
Sparks, NV 89434
(775) 356-4033
M-F 7:00 a.m.-5:30 p.m.
Sat. 7:30 a.m. - 3:00 p.m.
3. Vista Medical Building
2345 E. Prater Way, #204
Sparks, NV 89434
(775) 353-2955
M-F 7:00 a.m.-5:00 p.m.

CARSON CITY

1. American Medical Laboratories
904 N. Nevada Street
Carson City, NV 89703
(775) 884-8663
M-F 7:00 a.m. - 5:00 p.m.
2. Carson-Tahoe Hospital
775 Fleischmann Way
Carson City, NV 89701
(775) 885-4161 - Teresa York
ER - After hrs. for cause & post accident

ELKO

The Elko Clinic
762 14th Street
Elko, NV 89801
Susan Salvatierra - (775) 753-0180
M-F 8:00 a.m.-5:00 p.m.
On Call after hours (Probable Cause and Post Accident Only) (775) 777-4765 or 4766 Cellular

HAWTHORNE

Mt. Grant Hospital
1st and A Street, P.O. Box 1510
Hawthorne, NV 89415
(775) 945-2461
M-F 7:30 a.m.-5:00 p.m.
On Call after hours
(Probable Cause & Post Accident Only)

LOVELOCK

Pershing General Hospital
P.O. Box 661, 855 6th Street
Lovelock, NV 89419
Sam Johnson/Ruthie - Lab
(775) 273-2621
M-F 8:00 a.m.-4:30 p.m.
On Call after hours

TONOPAH

Nye County General Hospital
825 Erie Main
Tonopah, NV 89049
(775) 482-6233 - Cathy Ryan
T-Th. 9:00 a.m.-11:00 a.m.
On call after hours (until fully staffed)

PIOCHE/PANACA

Grover Dills Medical Center
P.O. Box 38
Caliente, NV 89008
(775) 726-3172 - Beverly Brown
M-F 8:00 a.m.- 5:00 p.m. - On call after hrs.

WINNEMUCCA

Dr. Allen Brown
26 E. Haskell
Winnemucca, NV 89445
(775) 623-3488 - Rachel Rivera
M-F 8:00 a.m.-11:30 a.m./1:00 pm.-4:30pm

Humboldt General Hospital
118 E. Haskell Street
Winnemucca, NV 89445
(775) 623-5222
M-F 6:00 a.m.-11:00 a.m.
On Call after hrs for Cause & Post Accident

ELY

Eastern Nevada Medical Clinic
1500 Avenue S
Ely, NV 89301
(775) 289-4816 - Sid Fielding
M-F 8:00 a.m.-5:00 p.m.

William Bee Ririe Hospital
1500 Ave H
Ely, NV 89301
(775) 289-3001- Lola Bettridge - Lab
On Call after hrs for Cause & Post Accident

TOXICOLOGY REQUEST FORM

TOXICOLOGY REPORT FORM

TEST NAME -- SPECIMEN (999999780)
=====

PROFILE 875 - URINE WITH MRO Reason: Pre-Employment

RESULTS:	Amphetamines	Negative
	Cocaine Metab (Benzoyllecgonine)	Negative
	Opiates (Codeine and Morphine)	Negative
	Phencyclidine (PCP)	Negative
	THC Carboxylic Acid	
	(Marijuana - Delta-9-THC-COOH)	Negative
	Nitrite Adulteration	Negative
	Chromium Adulteration	Negative

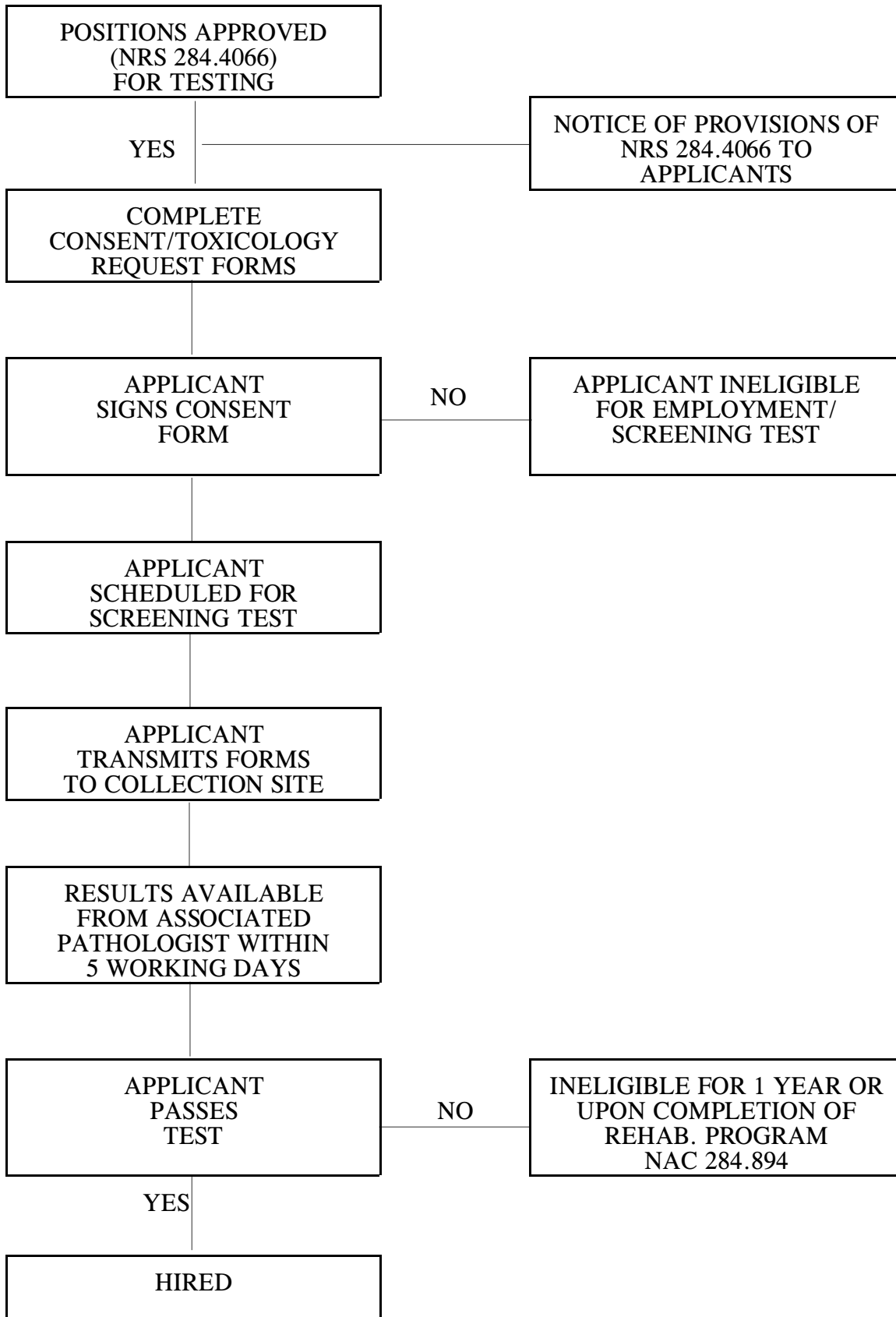
This specimen has been screened by enzyme immunoassay. Positives were confirmed by gas chromatography-mass spectrometry (GC/MS) at the following screening/confirmation cutoffs which are those required by the Substance Abuse and Mental Health Services Administration (SAMHSA, formerly NIDA):

CUT-OFF LEVELS (AS REQUIRED BY SAMHSA)

Drug	Screen/Confirm
Amphetamine	1000/500 ng/mL
Methamphetamine	1000/500 ng/mL
Cocaine Metabolite	300/150 ng/mL
Codeine	2000/2000 ng/mL
Morphine	2000/2000 ng/mL
Delta-9-THC-COOH	50/15 ng/mL
Phencyclidine (PCP)	25/25 ng/mL
6-Monoacetylmorphine*	/10 ng/mL

*Analysis for 6-Monoacetylmorphine is performed automatically on samples where the morphine is 2000 ng/mL or higher. A morphine level of 2000 ng/mL or higher is a threshold to test for the use of heroin.

FLOWCHART FOR DRUG TESTING OF APPLICANTS



DRUG TESTING PROCEDURES FOR APPLICANTS

1. The Appointing Authority determines which positions affecting public safety are subject to drug testing and obtains approval from the Personnel Commission (NRS 284.4066). The approved positions (see pages 26 - 31) are identified in the State of Nevada Classification and Compensation Plan.
2. A job announcement covering the provisions of NRS 284.4066 must be given to an applicant at or before the time of application, see NRS 284.4066, page 36.
3. Applicants must submit to a screening test to detect the presence of a controlled substance unless they are employed in a public safety position at the time of application (NRS 284.4066 and NAC 284.886). Only applicants receiving a job offer are tested. Employment is contingent on passage of the screening test.
4. Prior written consent of the applicant is required before any test is conducted. Applicants must sign the alcohol/drug testing consent form before any tests are conducted, see page 15. The original is retained by the agency, a copy is given to the applicant and a copy is included with the Toxicology Request Form which is delivered to the collection site at the time of appointment.
5. Screening tests for controlled substances will be conducted by American Medical Laboratories in accordance with standards and procedures established by the Department of Health and Human Services. Tests will be conducted for:

Amphetamine
Methamphetamine
Cocaine Metabolite
Morphine
Codeine
Phencyclidine
Delta -9- THC Cooh (Marijuana)

Tests should be scheduled at the collection site locations noted in the attached information. A Toxicology Request form, see page 21, must be completed indicating the department initiating the request and the test profile. Profile 875 should be checked for the controlled substances noted above. The other block would be checked and you would be required to specify the drug if an

additional test was requested. The applicant should be given the Toxicology Request Form in a sealed addressed envelope to be delivered to the collection site at the time of his appointment.

Test results will be mailed to the Department head unless another person has been designated for receipt of results (a copy of the report form is included, see page 22). If the test results are not received within 5 working days, the Department head or the designee authorized for receipt of test results may contact the representative of American Medical Laboratories listed below for assistance:

Dolly Kellough, Field Services Representative

Telephone: Las Vegas (702) 733-3748

6. If an applicant tests positive for a controlled substance, the appointing authority shall request proof from the applicant that the controlled substance was taken pursuant to a lawful prescription. An appointing authority shall not hire an applicant unless he provides proof within 72 hours of the request that the controlled substance was taken as directed pursuant to a current and lawful prescription issued in his name (NRS 284.4066).
7. If a screening test indicates the presence of a controlled substance, the appointing authority shall advise the person who was tested and provide the person with an opportunity to have the same sample tested at his expense by a certified laboratory of his choice (NRS 284.4067).
8. The results of the screening tests are confidential and must be securely maintained by the appointing authority or his designated representative and must not be disclosed to anyone except as provided in NRS 284.4068.

**STATE OF NEVADA
CLASSES APPROVED FOR APPLICANT DRUG TESTING
REVISED MARCH 19, 2004**

(All positions in each class have been approved for pre-employment drug testing in addition to those in certain agencies and positions indicated by *. Classes in Bold/Italics are new to the list.)

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS <u>AGENCY/POSITION CONTROL NO.</u>
1.504	DEPUTY CHIEF BRAND INSPECTOR	
1.506	DISTRICT BRAND INSPECTOR	
1.512	DEPUTY BRAND INSPECTOR II	
1.514	DEPUTY BRAND INSPECTOR I	
1.605	DISTRICT SUPERVISOR (PARC)	
1.608	FIELD ASSISTANT II (PARC)	
1.729	BIOLOGIST III	
1.734	BIOLOGIST II	
1.737	BIOLOGIST I	
1.707	CHIEF GAME WARDEN	
1.735	STAFF GAME WARDEN	
1.765	GAME WARDEN IV	
1.766	GAME WARDEN III	
1.768	GAME WARDEN II	
1.767	GAME WARDEN I	
1.812	FORESTER IV	
1.811	FORESTER III	
1.813	FORESTER II	
1.818	FORESTER I	
1.862	BATTALION CHIEF/PARAMEDIC	
1.861	FIRE CAPTAIN/PARAMEDIC	
1.860	FIREFIGHTER/PARAMEDIC	
1.822	FIRE CONTROL DISPATCHER III	
1.826	FIRE CONTROL DISPATCHER II	
1.827	FIRE CONTROL DISPATCHER I	
1.816	BATTALION CHIEF	
1.850	FIRE CAPTAIN	
1.819	FIREFIGHTER II	
1.852	FIREFIGHTER I	
1.817	CONSERVATION CREW SUPERVISOR III	
1.820	CONSERVATION CREW SUPERVISOR II	
1.825	CONSERVATION CREW SUPERVISOR I	
1.904	PARKS REGIONAL MANAGER II	
1.906	PARKS REGIONAL MANAGER I	
1.932	PARK SUPERVISOR III	
1.931	PARK SUPERVISOR II	

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
1.909	PARK SUPERVISOR I	
1.910	PARK RANGER III	
1.913	PARK RANGER II	
1.914	PARK RANGER I	
2.210	ADMINISTRATIVE ASSISTANT IV*	DMV&PS INVESTIGATIONS PCN 3743-0106; HIGHWAY PATROL PCN 4713-0706
2.212	ADMINISTRATIVE ASSISTANT II*	HIGHWAY PATROL PCN 4713-0870
2.819	SUPPLY TECHNICIAN III*	PURCHASING PCN 27
2.824	SUPPLY TECHNICIAN II*	PURCHASING PCN 29
3.505	DRIVER - SHUTTLE BUS	
3.506	DRIVER - VAN/AUTOMOBILE	
6.211	SUPERVISOR II, ASSOCIATE ENGINEER*	NDOT PCN 6
6.215	SUPERVISOR I, ASSOCIATE ENGINEER*	NDOT PCN's 1 & 22
6.305	ENGINEERING TECHNICIAN V*	NDOT PCN 8
6.313	ENGINEERING TECHNICIAN III*	NDOT PCN's 9, 10, 15, 26 & 40
6.328	ENGINEERING TECHNICIAN II*	NDOT PCN's 11, 13 & 16
7.249	FIELD REPRESENTATIVE	
7.519	TRAINING OFFICER I*	NDOT PCN's 12, 21 & 301 UNR - FIRE SCIENCE ACADEMY - ALL PCN's
7.524	TRAINING OFFICER II*	DMV&PS, NHP - HAZARDOUS MATERIALS PCN 5; DMV&PS, TRAINING - POST PCN's 23 & 24; UNR - FIRE SCIENCE ACADEMY - ALL PCN's
7.649	PROGRAM OFFICER I*	FIRE MARSHAL PCN's 4 & 106 CORRECTIONS 3710-0064, 3710-0202
9.103	HIGHWAY MAINTENANCE MANAGER	
9.106	HIGHWAY MAINTENANCE SUPERVISOR II	
9.115	HIGHWAY MAINTENANCE SUPERVISOR I	
9.117	HIGHWAY MAINTENANCE WORKER IV	
9.120	HIGHWAY MAINTENANCE WORKER III	
9.127	HIGHWAY MAINTENANCE WORKER II	
9.130	HIGHWAY MAINTENANCE WORKER I	
9.137	HIGHWAY CONSTRUCTION AID	
9.201	EQUIPMENT OPERATION INSTRUCTOR	

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
9.200	SPECIAL EQUIPMENT OPERATOR III	
9.203	SPECIAL EQUIPMENT OPERATOR II	
9.211	DRIVER WAREHOUSE WORKER II*	PURCHASING PCN's 7, 8 & 11
9.212	DRIVER WAREHOUSE SUPERVISOR*	PURCHASING PCN 28
9.315	HIGHWAY EQUIPMENT MECHANIC SPVR I	
9.317	HIGHWAY EQUIPMENT MECHANIC III	
9.318	HIGHWAY EQUIPMENT MECHANIC II	
9.321	HIGHWAY EQUIPMENT MECHANIC I	
9.331	EQUIPMENT MECHANIC II	
9.335	FLEET SERVICE WORKER III*	NDOT PCN's 11 & 12
9.354	CHIEF PILOT	
9.356	PILOT III	
9.355	PILOT II	
9.359	PILOT I	
9.357	AIRCRAFT MAINTENANCE SPECIALIST	
9.485	MAINTENANCE REPAIR WORKER IV*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
9.486	MAINTENANCE REPAIR WORKER III*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
9.487	MAINTENANCE REPAIR WORKER II*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
9.488	MAINTENANCE REPAIR WORKER I*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
9.603	FACILITY SUPERVISOR IV*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
9.606	FACILITY SUPERVISOR III*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
9.609	FACILITY SUPERVISOR II*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
9.612	FACILITY SUPERVISOR I*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
9.637	FACILITY ATTENDANT*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
10.109	SENIOR PSYCHIATRIST (RANGE A)*	HUMAN RESOURCES - ALL PCN's
10.110	SENIOR PSYCHIATRIST (RANGE B)*	HUMAN RESOURCES - ALL PCN's
10.111	SENIOR PSYCHIATRIST (RANGE C)*	HUMAN RESOURCES - ALL PCN's
10.211	SENIOR PHYSICIAN (RANGE A)*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.212	SENIOR PHYSICIAN (RANGE B)*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.219	SENIOR PHYSICIAN (RANGE C)*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.229	MID-LEVEL MEDICAL PRACTITIONER*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.244	QUALITY ASSURANCE SPECIALIST I*	NEVADA VETERANS' NURSING HOME - ALL PCN's
10.251	SENIOR INSTITUTIONAL DENTIST (RANGE A)*	CORRECTIONS - ALL PCN's
10.252	SENIOR INSTITUTIONAL DENTIST (RANGE B)*	CORRECTIONS - ALL PCN's
10.262	DENTAL ASSISTANT III*	CORRECTIONS - ALL PCN's
10.263	DENTAL ASSISTANT II*	CORRECTIONS - ALL PCN's

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
10.264	DENTAL ASSISTANT I*	CORRECTIONS - ALL PCN's
10.300	DIRECTOR, NURSING SERVICES II*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.301	DIRECTOR, NURSING SERVICES I*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.306	PSYCHIATRIC NURSE IV*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.305	PSYCHIATRIC NURSE III*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.307	PSYCHIATRIC NURSE II*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.309	PSYCHIATRIC NURSE I*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.308	MEDICALLY FRAGILE CASE MANAGER*	HUMAN RESOURCES - ALL PCN's
10.310	CHIEF OF NURSING SERVICES*	CORRECTIONS - ALL PCN's
10.316	CORRECTIONAL NURSE III*	CORRECTIONS - ALL PCN's
10.318	CORRECTIONAL NURSE II*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.319	CORRECTIONAL NURSE I*	CORRECTIONS - ALL PCN's
10.331	FORENSIC SPECIALIST IV	
10.337	FORENSIC SPECIALIST III	
10.345	FORENSIC SPECIALIST II	
10.353	FORENSIC SPECIALIST I	
10.355	REGISTERED NURSE III*	NEVADA VETERANS' NURSING HOME - ALL PCN's
10.359	REGISTERED NURSE II*	NEVADA VETERANS' NURSING HOME - ALL PCN's
10.364	LICENSED PRACTICAL NURSE III*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.360	LICENSED PRACTICAL NURSE II*	NV VETERANS' NURSING HOME; HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.365	LICENSED PRACTICAL NURSE I*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.366	MENTAL HEALTH TECHNICIAN I	HUMAN RESOURCES - ALL PCN's
10.356	MENTAL HEALTH TECHNICIAN II	HUMAN RESOURCES - ALL PCN's
10.346	MENTAL HEALTH TECHNICIAN III	HUMAN RESOURCES - ALL PCN's
10.338	MENTAL HEALTH TECHNICIAN IV	HUMAN RESOURCES - ALL PCN's
10.367	DEVELOPMENTAL SUPPORT TECH I	HUMAN RESOURCES - ALL PCN's
10.357	DEVELOPMENTAL SUPPORT TECH II	HUMAN RESOURCES - ALL PCN's
10.347	DEVELOPMENTAL SUPPORT TECH III	HUMAN RESOURCES - ALL PCN's
10.339	DEVELOPMENTAL SUPPORT TECH IV	HUMAN RESOURCES - ALL PCN's
10.369	CERTIFIED NURSING ASSISTANT*	NEVADA VETERANS' NURSING HOME - ALL PCN's
10.373	COMMUNITY HEALTH NURSING MANAGER*	HUMAN RESOURCES - ALL PCN's
10.375	COMMUNITY HEALTH NURSE IV*	HUMAN RESOURCES - ALL PCN's
10.376	COMMUNITY HEALTH NURSE III*	HUMAN RESOURCES - ALL PCN's
10.377	COMMUNITY HEALTH NURSE II*	HUMAN RESOURCES - ALL PCN's
10.378	COMMUNITY HEALTH NURSE I*	HUMAN RESOURCES - ALL PCN's
10.705	PHARMACIST III*	HUMAN RESOURCES - ALL PCN's

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
10.703	PHARMACIST II*	HUMAN RESOURCES - EXCEPT BC 3243, PC 0014; CORRECTIONS - ALL PCN's
10.709	PHARMACIST I*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.723	PHARMACY TECHNICIAN II*	HUMAN RESOURCES, CORRECTIONS - ALL PCN's
10.728	PHARMACY TECHNICIAN I*	HUMAN RESOURCES, CORRECTIONS- ALL PCN's
11.100	CHIEF, NEVADA HIGHWAY PATROL	
11.101	HIGHWAY PATROL MAJOR	
11.102	HIGHWAY PATROL CAPTAIN	
11.103	HIGHWAY PATROL LIEUTENANT	
11.104	HIGHWAY PATROL SERGEANT	
11.106	HIGHWAY PATROL TROOPER II	
11.108	HIGHWAY PATROL TROOPER I	
11.107	HIGHWAY PATROL CADET	
11.118	PUBLIC SAFETY DISPATCHER V	
11.120	PUBLIC SAFETY DISPATCHER IV	
11.122	PUBLIC SAFETY DISPATCHER III	
11.124	PUBLIC SAFETY DISPATCHER II	
11.126	PUBLIC SAFETY DISPATCHER I	
11.136	NEVADA HIGHWAY PATROL PILOT	
11.230	AIRPORT CONTROL OFFICER III	
11.231	AIRPORT CONTROL OFFICER II	
11.232	AIRPORT CONTROL OFFICER I	
11.245	UNIVERSITY POLICE DETECTIVE	
11.250	UNIVERSITY POLICE LIEUTENANT	
11.252	UNIVERSITY POLICE SERGEANT	
11.253	UNIVERSITY POLICE OFFICER II	
11.254	UNIVERSITY POLICE OFFICER I	
11.255	LAW ENFORCEMENT SPECIALIST	
11.256	SENIOR LAW ENFORCEMENT SPECIALIST	
11.263	SECURITY OFFICER*	ESD PCN 2015 AND 2872; WELFARE PCN 3233; MILITARY - ALL PCN's
11.265	CHIEF, CAPITOL POLICE	
11.266	CAPITOL POLICE SERGEANT	
11.267	CAPITOL POLICE OFFICER II	
11.268	CAPITOL POLICE OFFICER I	

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
11.280	CHIEF, INVESTIGATIONS DIVISION	
11.282	DEPUTY CHIEF, INVESTIGATIONS DIVISION	
11.285	SUPERVISORY CRIMINAL INVESTIGATOR II	
11.284	SUPERVISORY CRIMINAL INVESTIGATOR I	
11.286	CRIMINAL INVESTIGATOR III	
11.287	CRIMINAL INVESTIGATOR II	
11.288	CRIMINAL INVESTIGATOR I	
11.290	CHIEF INVESTIGATOR COMPLIANCE/ ENFORCEMENT	
11.293	SUPERVISORY COMPLIANCE/ENFORCEMENT INVESTIGATOR	
11.294	COMPLIANCE/ENFORCEMENT INVESTIGATOR III	
11.295	COMPLIANCE/ENFORCEMENT INVESTIGATOR II	
11.296	COMPLIANCE/ENFORCEMENT INVESTIGATOR I	
11.358	COMPLIANCE INVESTIGATOR II*	CONSUMER AFFAIRS - B&I - ALL PCN's
11.360	CHIEF INVESTIGATOR COMPLIANCE/AUDIT*	CONSUMER AFFAIRS - B&I PCN 3
11.363	COMPLIANCE/AUDIT INVESTIGATOR III*	CONSUMER AFFAIRS - B&I PCN's 5 & 26; INSURANCE DIV - B&I PCN 72; SECT'Y OF STATE PCN's 20, 30, 31, 35, 62, 63 & 66
11.365	COMPLIANCE/AUDIT INVESTIGATOR II*	SECT'Y OF STATE PCN's 22, 28 & 68; CONSUMER AFFAIRS & INSURANCE DIV - B&I - ALL PCN's
11.500	ASSISTANT STATE FIRE MARSHAL	
11.502	DEPUTY STATE FIRE MARSHAL IV	
11.507	DEPUTY STATE FIRE MARSHAL III	
11.505	DEPUTY STATE FIRE MARSHAL II	
11.506	DEPUTY STATE FIRE MARSHAL I	
11.522	SAFETY SPECIALIST II*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
11.523	SAFETY SPECIALIST I*	UNR - FIRE SCIENCE ACADEMY - ALL PCN's
11.552	TAXICAB VEHICLE INSPECTOR II	
11.550	TAXICAB VEHICLE INSPECTOR I	
11.560	MFG. HOUSING CODE & COMPLIANCE OFFICER	
11.561	MANUFACTURED HOUSING INSPECTOR	
12.469	SUBSTANCE ABUSE COUNSELOR	
12.500	ASSISTANT DIRECTOR, OPERATIONS	
12.501	WARDEN	

CLASS CODE	TITLE	*ONLY CERTAIN POSITIONS AGENCY/POSITION CONTROL NO.
12.502	ASSISTANT DIRECTOR, INDUSTRIAL PROGRAMS	
12.503	ASSISTANT DIRECTOR, SUPPORT SERVICES	
12.506	ASSOCIATE WARDEN OF OPERATIONS	
12.507	CORRECTIONAL CAPTAIN	
12.509	CORRECTIONAL LIEUTENANT	
12.510	RESTITUTION CENTER MANAGER	
12.512	CORRECTIONAL SERGEANT	
12.513	SENIOR CORRECTIONAL OFFICER	
12.515	CORRECTIONAL OFFICER	
12.516	CORRECTIONAL OFFICER TRAINEE	
12.518	CORRECTIONAL BOOT CAMP MANAGER	
12.523	ASSISTANT SUPERINTENDENT, YOUTH FACILITY	
12.532	HEAD GROUP SUPERVISOR	
12.534	ASSISTANT HEAD GROUP SUPERVISOR	
12.535	SENIOR GROUP SUPERVISOR	
12.537	GROUP SUPERVISOR II	
12.538	GROUP SUPERVISOR I	
12.541	GROUP SUPERVISOR TRAINEE	
12.553	ASSOCIATE WARDEN PROGRAMS	
12.556	CORRECTIONAL CASEWORK SPECIALIST III	
12.559	CORRECTIONAL CASEWORK SPECIALIST II	
12.565	CORRECTIONAL CASEWORK SPECIALIST I	
12.571	CORRECTIONAL CASEWORK SPECIALIST TR	
12.603	DEPUTY CHIEF PAROLE AND PROBATION	
12.604	PAROLE & PROBATION UNIT MANAGER	
12.602	PAROLE & PROBATION DISTRICT ADMINR III	
12.605	PAROLE & PROBATION DISTRICT ADMINR II	
12.606	PAROLE & PROBATION DISTRICT ADMINR I	
12.609	PAROLE & PROBATION OFFICER II	
12.612	PAROLE & PROBATION OFFICER I	
12.613	PROGRAM AND TRAINING MANAGER	
12.617	PAROLE & PROBATION DIVISION MANAGER	
12.619	ADULT PAROLE & PROBATION OPERATIONS SPVR	
12.621	CHIEF, YOUTH PAROLE BUREAU	
12.622	UNIT MANAGER, YOUTH PAROLE BUREAU	

CLASS		*ONLY CERTAIN POSITIONS
<u>CODE</u>	<u>TITLE</u>	<u>AGENCY/POSITION CONTROL NO.</u>
12.624	SENIOR YOUTH PAROLE COUNSELOR	
12.623	YOUTH PAROLE COUNSELOR II	
12.626	YOUTH PAROLE COUNSELOR I	

TS-128
3/22/04

N:\WPDOCS\Manuals\drugman-201.wpd

LAWS GOVERNING THE USE OF ALCOHOL AND DRUGS BY STATE EMPLOYEES

NEVADA REVISED STATUTES

WEST PUBLISHING CO.

Officers and Public Employees ! 69.7, 69.12.

WESTLAW Topic No. 283.

C.J.S. Officers and Public Employees §§ 106 to 112, 132 to 136.

NRS 284.406 Policy concerning use of alcohol or drugs by state employees. It is the policy of this state to ensure that its employees do not:

1. Report for work in an impaired condition resulting from the use of alcohol or drugs;
2. Consume alcohol while on duty; or
3. Unlawfully possess or consume any drugs while on duty, at a work site or on state property.

(Added to NRS by 1991, 1348)

NRS 284.4061 Definitions. As used in NRS 284.406 to 284.407, inclusive, unless the context otherwise requires: 1. "Employee" means a person in the classified or unclassified service of the state. 2. "Screening test" means a test of a person's:

- (a) Breath or blood to detect the general presence of alcohol; or
- (b) Urine to detect the general presence of a controlled substance or any other drug, which could impair that person's ability to perform the duties of employment safely and efficiently.

(Added to NRS by 1991, 1348; A 1993, 2252; 2001, 1441)

NRS 284.4062 Employee who consumes or is under the influence of alcohol or drugs or who possesses controlled substance on duty is subject to disciplinary action; state agency required to refer certain employees to employee assistance program.

1. Except as otherwise provided in subsection 3, an employee who:

(a) Consumes or is under the influence of alcohol while on duty, unless the alcohol is an integral part of a commonly recognized medication which the employee consumes pursuant to the manufacturer's instructions or in accordance with a lawfully issued prescription;

(b) Possesses, consumes or is under the influence of a controlled substance while on duty, at a work site or on state property, except in accordance with a lawfully issued prescription; or

(c) Consumes or is under the influence of any other drug which could interfere with the safe and efficient performance of his duties, unless the drug is an integral part of a commonly recognized medication which the employee consumes pursuant to the manufacturer's instructions or in accordance with a lawfully issued prescription,

is subject to disciplinary action. An appointing authority may summarily discharge an employee who, within a period of 5 years, commits a second act which would subject him to disciplinary action pursuant to this subsection.

2. A state agency shall refer an employee who:

(a) Tests positive for the first time in a screening test; and

(b) Has committed no other acts for which he is subject to termination during the course of conduct giving rise to the screening test,

to an employee assistance program. An employee who fails to accept such a referral or fails to complete such a program successfully is subject to further disciplinary action.

3. Subsection 1 does not apply to:

(a) An employee who consumes alcohol in the course of his employment while hosting or attending a special event.

(b) A peace officer who possesses a controlled substance or consumes alcohol within the scope of his duties.

(Added to NRS by 1991, 1348; A 1995, 1714)

NRS 284.4063 Grounds for disciplinary action: Failure to notify supervisor after consuming certain drugs; failure or refusal to submit to screening test; failure of screening test. Except as otherwise provided in subsection 5 of NRS 284.4065, an employee who:

1. Fails to notify his supervisor as soon as possible after consuming any drug which could interfere with the safe and efficient performance of his duties;
2. Fails or refuses to submit to a screening test as requested by a state agency pursuant to subsection 1 or 2 of NRS 284.4065; or
3. After taking a screening test which indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested by his appointing authority, that he had taken the controlled substance as directed pursuant to a current and lawful prescription issued in his name,

is subject to disciplinary action.

(Added to NRS by 1991, 1349; A 1993, 2252)

NRS 284.4064 Appointing authority authorized to require employee who has consumed drug to obtain clearance from physician; inquiry regarding use of alcohol or drug by employee; preventing employee from continuing work.

1. If an employee informs his appointing authority that he has consumed any drug which could interfere with the safe and efficient performance of his duties, the appointing authority may require the employee to obtain clearance from his physician before he continues to work.
2. If an appointing authority reasonably believes, based upon objective facts, that an employee's ability to perform his duties safely and efficiently:
 - (a) May be impaired by the consumption of alcohol or other drugs, it may ask the employee whether he has consumed any alcohol or other drugs and, if so:
 - (1) The amount and types of alcohol or other drugs consumed and the time of consumption; and
 - (2) If a controlled substance was consumed, the name of the person who prescribed its use.
 - (b) Is impaired by the consumption of alcohol or other drugs, it shall prevent the employee from continuing work and transport him or cause him to be transported safely away from his place of employment in accordance with regulations adopted by the ~~[director]~~ *commission*.

(Added to NRS by 1991, 1349)

NRS 284.4065 Screening tests: General provisions.

1. Except as otherwise provided in subsection 2, an appointing authority may request an employee to submit to a screening test only if the appointing authority:

(a) Reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs which are impairing his ability to perform his duties safely and efficiently;

(b) Informs the employee of the specific facts supporting its belief pursuant to paragraph (a), and prepares a written record of those facts; and

(c) Informs the employee in writing:

(1) Of whether the test will be for alcohol or drugs, or both;

(2) That the results of the test are not admissible in any criminal proceeding against him; and

(3) That he may refuse the test, but that his refusal may result in his dismissal or in other disciplinary action being taken against him.

2. An appointing authority may request an employee to submit to a screening test if the employee:

(a) Is a law enforcement officer and, during the performance of his duties, he discharges a firearm, other than by accident; or

(b) During the performance of his duties, drives a motor vehicle in such a manner as to cause bodily injury to himself or another person or substantial damage to property.

For the purposes of this subsection, the ~~[director]~~ **commission** shall, by regulation, define the term "substantial damage to property."

3. An appointing authority may place an employee who submits to a screening test on administrative leave with pay until the appointing authority receives the results of the test.

4. An appointing authority shall:

(a) Within a reasonable time after an employee submits to a screening test to detect the general presence of a controlled substance or any other drug, allow the employee to obtain at his expense an independent test of his urine or blood from a laboratory of his choice which is certified by the Department of Health and Human Services.

(b) Within a reasonable time after an employee submits to a screening test to detect the general presence of alcohol, allow the employee to obtain at his expense an independent test of his blood from a laboratory of his choice.

(c) Provide the employee with the written results of his screening test within 3 working days after it receives those results.

5. An employee is not subject to disciplinary action for testing positive in a screening test or refusing to submit to a screening test if the appointing authority fails to comply with the provisions of this section.

6. An appointing authority shall not use a screening test to harass an employee.

(Added to NRS by 1991, 1350; A 1993, 2253; 1997, 1606)

NRS 284.4066 Screening tests: Applicants for positions affecting public safety required to take screening test; appointing authority authorized to consider results.

1. Each appointing authority shall, subject to the approval of the commission, determine whether each of its positions of employment [~~affect~~] *affects* the public safety. The appointing authority shall not hire an applicant for such a position unless he submits to a screening test to detect the general presence of a controlled substance [~~or any other drug~~]. Notice of the provisions of this section must be given to each applicant for such a position at or before the time of application.

2. An appointing authority may consider the results of a screening test in determining whether to employ an applicant. If those results indicate the presence of a controlled substance, the appointing authority shall not hire the applicant unless he provides within 72 hours after being requested by the appointing authority, proof that he had taken the controlled substance as directed pursuant to a current and lawful prescription issued in his name.

3. An appointing authority shall, at the request of an applicant, provide him with the results of his screening test.

(Added to NRS by 1991, 1350; A 1993, 2254)

NRS 284.4067 Screening tests: Requirements for administration; use; results.

1. A screening test:

(a) To detect the general presence of a controlled substance or any other drug, must be conducted by an independent laboratory that is certified by the Department of Health and Human Services.

(b) To detect the general presence of alcohol or of a controlled substance or any other drug, must be administered in such a manner as to protect the person tested from any unnecessary embarrassment.

2. Except as otherwise provided in subsection 3, a sample of urine provided for use in a screening test must not be used for any test or purpose without the prior written consent of the person providing the sample. The appointing authority shall ensure that the person retains possession and control of his sample until it is appropriately tagged and sealed with tamper-proof tape.

3. If the results of a screening test indicate the presence of any drug which could impair the ability of a person to perform the duties of employment safely and efficiently:

(a) The laboratory shall conduct another test of the same sample of urine to ascertain the specific substances and concentration of those substances in the sample; and

(b) The appointing authority shall provide the person tested with an opportunity to have the same sample tested at his expense by a laboratory of his choice certified by the Department of Health and Human Services.

(Added to NRS by 1991, 1351; A 1993, 2254; 1997, 1607)

NRS 284.4068 Screening tests: Results confidential; admissibility of results; security; disclosure. The results of a screening test taken pursuant to NRS 284.4061 to 284.407, inclusive, are confidential and:

1. Are not admissible in a criminal proceeding against the person tested;

2. Must be securely maintained by the appointing authority or his designated representative separately from other files concerning personnel; and

3. Must not be disclosed to any person, except:

(a) Upon the written consent of the person tested;

(b) As required by medical personnel for the diagnosis or treatment of the person tested, if he is physically unable to give his consent to the disclosure;

(c) As required pursuant to a properly issued subpoena;

(d) When relevant in a formal dispute between the appointing authority and the person tested; or

(e) As required for the administration of a plan of benefits for employees.

(Added to NRS by 1991, 1351)

NRS 284.4069 Training for supervisors. The department shall provide training in the provisions of NRS 284.4061 to 284.407, inclusive, to employees of appointing authorities whose duties include the supervision of other employees.

(Added to NRS by 1991, 1351)

NRS 284.407 Regulations. The [~~director~~] *commission* shall adopt such regulations as are necessary to carry out the purposes of NRS 284.406 to 284.4069, inclusive.

(Added to NRS by 1991, 1352)

NEVADA ADMINISTRATIVE CODE

NAC 284.880 Definitions. As used in NAC 284.880 to 284.894, inclusive, unless the context otherwise requires:

1. "Employee" has the meaning ascribed to it in subsection 1 of NRS 284.4061.
2. "Screening test" has the meaning ascribed to it in subsection 2 of NRS 284.4061.

(Added to NAC by Dep't of Personnel, eff. 12-26-91)

NAC 284.882 Administration of screening tests. (NRS 284.407) A screening test to detect the general presence of:

1. A controlled substance must comply with the standards and procedures established by the Department of Health and Human Services which are hereby adopted by reference. A copy of the standards and procedures is available, without charge, from the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, Center for Substance Abuse Prevention, Division of Workplace, 5600 Fishers Lane, Parklawn Building, 13A-54, Rockville, Maryland 20857.

2. Alcohol by testing a person's breath must be conducted by an operator certified in accordance with NAC 484.640 using a breath-testing device certified in accordance with **NRS 484.3882** and **NAC 484.660**.

(Added to NAC by Dep't of Personnel, eff. 12-26-91; A 10-27-97; R082-00, 8-2-2000)

NAC 284.884 Maximum allowable concentrations of alcohol in blood or breath of employee; confirmation of positive result on screening test of breath.

1. An employee must not have a concentration of alcohol in his blood or breath greater than .01 gram by weight of alcohol per 100 milliliters of his blood or per 210 liters of his breath while on duty. Disciplinary action may be taken by the appointing authority in accordance with the provisions of NAC 284.638 to 284.656, inclusive, if a screening test indicates that the concentration of alcohol in the blood or breath of the employee is greater than .01 gram by weight of alcohol per 100 milliliters of his blood or per 210 liters of his breath while on duty.

2. A positive result on a screening test of a person's breath must be confirmed by a second screening test. The second screening test must be conducted immediately after receipt of the positive result of the first screening test.

(Added to NAC by Dep't of Personnel, eff. 12-26-91; R058-01, 9-6-2001)

NAC 284.886 Screening test for controlled substance required of applicant for position affecting public safety; exception.

1. Except as otherwise provided in this section, an applicant for a position that is designated by the personnel commission as affecting public safety must submit to a screening test to detect the general presence of a controlled substance unless he is employed by the state in a position that is also designated as affecting public safety at the time he applies.

2. A person who has been laid off from a position affecting public safety and who is reemployed in a class affecting public safety within 1 year after the date he was laid off is not required to submit to a screening test pursuant to this section.

(Added to NAC by Dep't of Personnel, eff. 12-26-91; A 3-23-94)

NAC 284.888 Request for employee to submit to screening test: Interpretation of grounds; completion of required form.

1. Objective facts upon which an appointing authority may base a reasonable belief that an employee is under the influence of alcohol or drugs which impair the ability of the employee to perform his duties safely and efficiently include, but are not limited to:

(a) The operation of a motor vehicle by the employee in any manner that causes bodily harm;
(b) Abnormal conduct or erratic behavior by the employee that is not otherwise normally explainable;
(c) The odor of the breath of the employee and a decline in job performance that is not otherwise normally explainable;

(d) Observation of the employee consuming alcohol and a resulting decline in job performance that is not otherwise normally explainable; or

(e) Observation of the employee possessing a controlled substance or using a controlled substance that is reported by a credible source.

2. Pursuant to subsection 2 of NRS 284.4065, "substantial damage to property" includes, but is not limited to:

(a) The operation of a motor vehicle in such a manner as to cause more than \$2,500 worth of property damage; or

(b) The operation of a motor vehicle in such a manner as to cause two property accidents within a 1-year period.

3. Before requiring an employee to submit to a screening test, a supervisor must complete a form provided by the department of personnel.

(Added to NAC by Dep't of Personnel, eff. 12-26-91)

NAC 284.890 Transportation of employee to and from location of screening test. If an employee is required to submit to a screening test, the appointing authority shall provide transportation for the employee to the location of the test. After the employee submits to the screening test, the appointing authority shall provide transportation for the employee to his home.

(Added to NAC by Dep't of Personnel, eff. 12-26-91)

NAC 284.892 Duties of employee who is referred to employee assistance program.

1. If an employee is referred to an employee assistance program as a result of a positive result on a screening test or pursuant to NAC 284.653, he shall provide to the appointing authority:

(a) Evidence of his consultation with a counselor employed by an employee assistance program; and

(b) Any recommendation of the counselor with respect to his rehabilitation, within 5 working days after the date of the initial consultation.

2. The employee shall provide to the appointing authority on a monthly basis all recommendations of the counselor with respect to his rehabilitation.

3. The employee shall provide to the appointing authority evidence of his completion of any rehabilitation program recommended by the counselor within 5 working days after his completion of the program.

4. An employee who fails to provide evidence of his consultation with a counselor or successful completion of a rehabilitation program is subject to disciplinary action.

(Added to NAC by Dep't of Personnel, eff. 12-26-91; A 11-12-93)

NAC 284.894 Treatment of applicant who tests positive; treatment of employee who twice tests positive within period of 5 years.

1. An applicant who tests positive for the use of a controlled substance must not be considered by an appointing authority for employment in any position which requires such testing until:

(a) One year has passed from the time of the positive test; or

(b) The applicant provides evidence that he has successfully completed a rehabilitation program for substance abuse.

2. An employee who tests positive for the use of a controlled substance or alcohol for the second time within a 5-year period is subject to disciplinary action by the appointing authority and may be terminated at the discretion of the appointing authority.

(Added to NAC by Dep't of Personnel, eff. 12-26-91; A 7-1-94)

EMPLOYEE ASSISTANCE PROGRAM

GENERAL INFORMATION

The State of Nevada Employee Assistance Program provides professional counseling and consultation services to employees, supervisors, and agencies in dealing with personal problems affecting the workplace, which include critical incident stress debriefing after a death or other traumatic event.

EAP services are confidential, free, and available to any State employee or family member living with the employee. Employees may use administrative leave with pay for up to two counseling sessions with the Employee Assistance Program (NAC 284.589). As an alternative, employees can use sick leave or annual leave for these appointments to provide more confidentiality.

For more information or to schedule a consultation, contact the EAP Coordinator in Northern Nevada at (775) 687-3869 or (800) 398-3271 (rural areas), or the EAP Coordinator in Southern Nevada at (702) 486-2929 or (800) 278-1889 (rural areas).

PROBLEM IDENTIFICATION

Supervisors often find it helpful to talk with an EAP Coordinator before taking formal disciplinary or corrective action. This is particularly true if there are indications that personal problems may be affecting an employee's work performance, or if the supervisor's personal reactions to the situation affect their objectivity or ability to supervise.

Research indicates that early problem identification leads to easier problem resolution. It is best to identify and document declining work performance initially, without making assumptions about the causes. The following areas should be considered when trying to identify and assist an employee with a problem:

- **Recognition.** Warning signs that an employee has a problem include incomplete work, missed deadlines, problems in relations with co-workers, and increased absences or tardiness. A supervisor or manager needs to talk with the employee when there are job performance problems.
- **Observation.** Supervisors observe any changes in the employee's work habits and note their impact on overall performance.
- **Documentation.** A simple written log will help the supervisor to recall all significant incidents of work performance and identify any trends or patterns in the employee's behavior. (Note: NAC 284.734 prohibits maintaining secret files regarding any employee. Employees should be made aware of incidents being documented.)

- **Feedback.** The supervisor should share with the employee the information that has been gathered, discuss the options for resolving the problem, and assure the employee that any personal information will remain confidential.
- **Resolution.** The supervisor and employee should jointly develop a plan outlining performance expectations and criteria for evaluating the employee's progress. Supervisor may want to meet with an EAP Coordinator or refer the employee to EAP.

TYPES OF VOLUNTARY REFERRALS

There are three types of voluntary referrals to the EAP:

- **Self-Referral.** The employee calls the EAP Coordinator and schedules an appointment to discuss a personal problem or workplace concern.
- **Informal Management Referral.** A supervisor who is counseling an employee about work performance problems may suggest that the employee make an EAP appointment before the employee's performance requires disciplinary action.
- **Official Management Referral.** The supervisor calls the EAP Coordinator for a consultation regarding an employee's work performance problems and schedules the employee's appointment.

MAKING AN OFFICIAL REFERRAL TO THE EAP

1. Supervisor calls or makes an appointment to consult in-person with the EAP Coordinator regarding the employee's work performance problems;
2. After discussing the employee's work performance problems and strategies used to assist the employee, the supervisor and the EAP Coordinator schedule an appointment for the employee;
3. Supervisor and EAP Coordinator discuss the preparation of the official referral memo to the employee, which does not present disciplinary actions, but discusses only the reasons for referral and information regarding the time, date, and location of the appointment, and confidentiality of information;
4. Supervisor sends original memo to employee and copy to EAP (Note: EAP Coordinator must receive memo prior to employee's official referral appointment);
5. Supervisor meets privately with employee to present the official referral memo and to discuss the expectations of and plan for improving work performance; and

6. EAP Coordinator notifies supervisor of the employee's attendance or non-attendance at the appointment. No other information can be released without the employee's written permission.

REQUIRED APPOINTMENTS

All appointments with the EAP Coordinator are voluntary, except for several circumstances detailed in NAC 284.653:

1. DUI charge while driving a State of Nevada vehicle;
2. DUI charge in a personal vehicle on State time; or
3. Receiving a positive result on a screening test after performing work duties in an impaired condition.